



ADMINISTRATIVE SITE PLAN REVIEW

Please submit the following for administrative site plan review:

1. A copy of the property survey, which should also show the parking layout. If the parking is not designated on the survey, submit a separate parking plan.
2. A floor plan of the proposed layout, including all square footages.
3. A letter of intent explaining the business operation, days and hours of operation, clientele numbers, and any other pertinent information.
4. A review fee of \$300.00 payable to the City of North Miami in check or money order.
5. Provide applicant information requested below.

Applicant's name (print)

Daytime phone number

Applicant's signature

Applicant's interest in property
(i.e., property owner, tenant)

Address of business

Alternate phone number

Zoning Official

Date

Approved

Denied